

Office Memorandum • UNITED STATES GOVERNMENT

TO :

FROM :

SUBJECT: Functions of the Appraisal Division

DATE: July 9, 1947

As requested today, this is to submit a short statement of the functions of the Appraisal Division.

The functions of the Appraisal Division are:

1. To review investigation reports and related material on applicants for and employees in positions in staff functions of CIG;
2. To make determination as to the sufficiency of the investigation and as to the suitability of the person for appointment to or continued employment by CIG; and
3. To set forth in a memorandum to the Chief, Investigations Branch, a synopsis of the investigation and a recommendation as to the action necessary in each case.

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The official standards for applicants and employees are set forth in Memorandum . This memorandum also establishes the minimum investigation necessary prior to determining whether the individual meets the aforementioned standards.

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The Appraisal Division, however, must make the initial determination as to whether the loyalty, integrity, discretion, and trustworthiness of the person are "unquestioned", whether the character can be considered "excellent", and whether other general requirements have been met.

In no case is the Appraisal Division justified in accepting the minimum investigation outlined in CIG Memorandum as the total required investigation. The Appraisal Division is responsible for seeing that no person is approved if there is any belief that other information indicating disapproval is available and that no person is proposed for disapproval if there is any belief that there exists other information pointing to a contrary decision.

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Related functions or responsibilities are:

1. To keep current on subversive activities and the

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agencies and other sources gathering and recording
information on such activities; and

2. To see that pertinent information is available for
extracting and recording for use in subsequent cases.

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